

**DETERMINATION AND FINDINGS  
FOR  
SINGLE AVAILABLE SOURCE PROCUREMENT**

Agency: Child and Family Services Agency (CFSA)  
Caption: Collaborative Special Projects and Assessments  
Contractor: DC Action for Children Today  
Contract Number: DCRL-2016-R-0035  
Expiration: One year from the date of award

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701.

**2. MINIMUM NEED:**

The District of Columbia, Child and Family Services Agency (CFSA), is seeking a contractor to provide tangible tools and technical assistance to build long-term staff capacity for data literacy and data-based decision making. The Contractor will create a tailored technical assistance plan for each Collaborative organization to build upon current assets and work with Collaborative staff and management to build adaptive culture, transitioning to performance-driven data literacy in addition to gathering data for compliance.

**3. ESTIMATED FAIR AND REASONABLE COST:**

Not to Exceed \$200,000.00.

**4. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE PROCUREMENT:**

DC Action has the unique ability to translate federal and local data to neighborhood level database systems. The Contractor's professional area of focus is, but is not limited to health, child well-being, mental health and social/recreational factors. The Contractor also has the unique data and the capacity to develop and tailor job specific training to a broad spectrum of constituents including Governmental, nonprofit and grant warranted organizations, block and neighborhood groups and community leaders. DC Action will use industry leading technical data and techniques to educate our five Collaborative sites on how to collect analysis and translate their existing data, and that of other District agencies into a neighborhood based format that will help them to determine the most appropriate use of their resources.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

**6. CERTIFICATION BY CONTRACTING OFFICER**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-354.02). I further find that the contractor listed above is the only available source that can meet the District's minimum needs. Accordingly, I determine that the District is justified in using the sole source method of procurement.

—  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

